



Louisville Metro Planning & Design Services

SUBMITTAL REQUIREMENTS COMMUNITY FACILITY REVIEW

JERRY E. ABRAMSON
MAYOR

CHARLES C. CASH, JR.,
DIRECTOR

All Submittals Must Be Submitted In Person To The Customer Service Counter

Applicant PDS
 ONLY

- _____ 1. Completed "Community Facility Review Application". The application must have a signature from an authorized representative of the agency requesting the application.
- _____ 2. Development Information (DI) Sheet.
- _____ 3. Twelve (12) copies of the Development Plan.

All plans must show the following minimum information or the submittal can't be accepted.

Plan drawn to engineer's scale	Property lines with dimensions (new lots shall show bearings)
North arrow shown.	Contour Lines shown on plan (relevant for new construction only)
Vicinity map shown.	Existing and/or proposed structures shown and identified
Site Address	Gross building footprint area
Tax Block and Lot Number	Gross Floor Area of Buildings
Zoning of property	Location, ownership, Deed Book & Page # of adjacent property owners
Zoning of adjacent properties	Net and Gross acreage of site
Existing Use	If residential, provide net & gross density, and number of dwelling units
Proposed Use	Off-street loading areas
Street names shown	Accessory structures shown with required screening
Right-of-way width shown	ILA / VUA calculations (may be shown on tree canopy plan)
Height of structures	Landscape buffer areas (labeled and dimensioned)
Plan Date	Form District and Form District boundaries if nearby
Revision Date Box	Form District transition zone shown if required by regulation
Owner's name and address	

- _____ 4. A detailed letter of explanation for the proposed development.

Louisville Metro Planning & Design Services
444 South Fifth St.
Louisville, KY 40202
502-574-6230 Fax 502-574-8129



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- _____ 5. No fee is required for a typical CFR
- _____ 6. If Planning Commission action is required, the following items are required:
- _____ a. Adjacent Property Owners names and addresses on mailing labels
 - _____ b. Label matrix of adjacent property owners (APO List).

For Staff Use Only

Date: _____ Staff: _____ Docket #: _____

Do not accept application if required materials are not submitted

- _____ 7. **If the above information and materials are submitted**, complete the log in the Dockets book under **DOCKET PREFIX**.
- _____ 8. Indicate the docket number, date, and type of case, project address, and the intake staff.
- _____ 9. Tell the applicant that the case manager will let them know whether the case will be approved at staff level or if it will need a public hearing, and when the hearing will occur.
- _____ 10. Stamp the date received on each page of all materials submitted.
- _____ 11. Write the docket number in **RED** in the lower right hand corner of each page.
- _____ 12. Put all material in a manila file folder and put in the In-Coming Application Tray.

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